



STATE OF CALIFORNIA

DEPARTMENT OF DEVELOPMENTAL SERVICES

## JOB OPPORTUNITY BULLETIN: DENTAL ASSISTANT, DMH & DDS

<b>SALARY RANGE:</b>	<b>T: \$2,622 - \$3,448 per month</b> <b>W: \$3,107 - \$4,085 per month</b> <b>Y: \$3,874 - \$5,093 per month</b>  <small><i>*The Starting Salary applies to those first entering State Service. Maximum salary is typically for State Employees who meet the criteria for Annual Merit Salary Adjustments in increments of 5% until the maximum salary is attained.</i></small>
<b>TENURE/TIME BASE:</b>	<b>Permanent, Full-Time</b>
<b>PROGRAM/DEPARTMENT:</b>	<b>Medical Director's Office</b>
<b>FINAL FILING DATE:</b>	<b>August 22, 2014</b>

### DESCRIPTION OF DUTIES:

The Sonoma Developmental Center currently has an opening for a permanent, full-time Dental Assistant. Under the direct supervision of the Medical Director, the Dental Assistant, Department of Mental Health and Developmental Services, is responsible for assisting the Dentist with clinical procedures by preparing dental instruments and equipment, making appointments for dental procedures, ordering and stocking various dental supplies, keeping the dental clinic in a neat and orderly fashion, filing and maintaining dental clinical records. The Dental Assistant is expected to have knowledge of techniques used in dental x-ray, the names of the teeth and various surfaces of the crown of the tooth. The incumbent must have the ability to identify common dental instruments, equipment, and materials and mix amalgam and preparing dental accessories. Other duties as indicated on the employee duty statement.

### WHO MAY APPLY:

Applicants must possess Civil Service Eligibility and must meet the minimum qualifications of this classification to be qualified. Eligibility may consist of one of the following: list eligibility, lateral transfer or reinstatement to state service. Applicants must indicate their eligible status on the title section of the Employment Application (STD-678). For more information on the qualifications, please visit the California Department of Human Resources website at [www.calhr.ca.gov](http://www.calhr.ca.gov). The STD-678 may be obtained by visiting the Human Resources Office at Sonoma Developmental Center, other state agency human resources offices, or may be downloaded from the California Department of Human Resources website. Please mail or hand-deliver your application to the address indicated below. Appointments may be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA), Surplus and Re-employment List procedures, pre-employment physical, drug screening and fingerprint clearances. Applications will be reviewed and only the most qualified applicants will receive a selection interview.

*Applications must be received no later than close of business (5:00 p.m.) on the final filing date unless otherwise specified. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes not accompanied by the official form STD-678 will not be accepted.*

### PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD.- 678) TO THE FOLLOWING:

Sonoma Developmental Center  
Personnel Examination Department (Administration Building)  
15000 Arnold Drive – Room #124  
Eldridge, CA 95431

(707) 938-6816 Contact Mari Sager for questions specific to essential functions of the position only.) Civil Service Eligibility will be determined by the Human Resources Department at the Sonoma Developmental Center.

SONOMA DEVELOPMENTAL CENTER IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION